

	<h1>Information Bulletin</h1>	
	Topographic Engineering Center <i>U.S. Army 1999 Research & Development Organization of the Year</i>	Nov. 30, 2000 Number 00-47

OFFICIAL

Individual Development Plans

It is the policy of the ERDC that every permanent employee has an Individual Development Plan (IDP) that documents training and career development needs and personal development initiatives. The ERDC's Policy Memorandum #4 on IDP's can be found at <http://erdcinfo.erd.usace.army.mil/pubs/memos/policies.htm>. This policy, signed by Dr. Houston and Col. Weller in August 2000, emphasizes that the ERDC's most valuable resource is its people and that planning for the continued development of the ERDC staff is one of every supervisor's greatest responsibilities.

As you meet with your supervisor during your initial performance counseling session, your training and professional development priorities should be discussed with you, and a plan developed by you and your supervisor. This plan, documented on the IDP form (ENG Form 5055-R), will become the basis for the ERDC's annual fiscal year Training Plan. The IDP needs to reflect all approved training, regardless of funding source, in order for an accurate projection of training needs to be made.

You and your supervisor should review your IDP during your mid-point performance counseling meeting to ensure that it's current.

DoD Discontinue Department-wide High Grade Controls

We have received a letter, dated 21Nov 00, in which DoD states that they are "discontinuing the Department-wide high grade controls". DoD has used such controls since 1993 to follow OMB guidelines that required a reduction in full-time equivalent numbers of employees, especially in the GS-14 and greater grades, through the federal government. **NOTE: At this time we do not yet know if this means DA and USACE imposed high grade limits are lifted. We are trying to obtain clarification and will pass that information to everyone when it is received.**

Calendar of Events

Dec. 14	TEC Holiday Party - Fort Belvoir Golf Course Clubhouse
Jan 5	DCSINT visit to TEC (LTG Noonan, MG Harding)
Jan 11-12	FLRA hearings, at TEC

ERDC Job Vacancies

Reminder: Information on all current ERDC job vacancies can be found on the ERDC Intranet at <http://erdcinfo.erd.usace.army.mil/hr/vacancies/index.htm>. All job announcements are

also posted at the CPOL web site <http://www.cpol.army.mil/va/scripts/public.html> and at the OPM USAJobs web site at <http://www.usajobs.opm.gov/a9.htm>.

New Employee

John Nedza has been selected for the position of Physical Scientist, GS-13, in TRD. He will arrive 4 Dec.

FOR THE DIRECTOR

JACKIE L. BRYANT
Public Affairs Office

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